

ADMINISTRATIVE CLERK (RSO)

Major Duties and Responsibilities

% of time

ADMINISTRATIVE FUNCTIONS – 75% of the time

Assists the Ambassador Bodyguard Detail as well the main RSO office with a full range of administrative tasks.

Coordinate with the FRONT OFFICE on the Ambassador's travels and responsible for providing the correct tickets and hotel reservation for the Ambassador's Bodyguards. Also provides assistance in arrangement of travel for the Ambassador which requires coordination with Consulates.

The Administrative Assistant is also responsible for assisting the S/FSNI on the ATA (Anti-Terrorism Assistance) program and the ILEA (International Law Enforcement Academy) courses arrangements such as translation of cables, liaison to Brazilian Law Enforcement participants/students, students Tas, vouchers and logistical support for instructors coming to Brazil. Manages all RSO LE Staff Office T&A and occasionally LE RSO Staff.

Responsible for holding credit card information of the Bodyguards to make appropriate hotel reservations. Responsible for travel arrangements that can cost over US\$ 10,000. Interacts closely with FMC on the amounts owed or due to / by travelers. Liaises with FMC to resolve issues related to vendor codes. Voucher closure for the Ambassador Bodyguard Detail.

Assists RSO and FSNI's office with a full range of administrative tasks, from filing, updating the system with the Bis conducted, making appointments for interviews and meetings, tracking background investigation cases, administering time & attendance for the LE Staff and serves as a backup for the American Officers T&A, answering phones and taking messages.

Assists the S/FSNI with RSO training program including confection of TAs and Vouchers for students. Also manages travel for FSNI's and RSO LE Staff.

Incumbent will upload and update FSNI's database/files/records for LE Staff employees. Incumbent will be responsible for approximately 400+security files for employees and contractors.

TRANSLATION – 10% of time

Translates the Ambassador's agenda from English into Portuguese, also ATA/ILEA cables and agendas and assists with other translations and interpreting services when necessary.

LOGISTICAL & MISCELLANEOUS DUTIES – 15% of time

Assists with the administration and delivery of RSO training programs e.g., ATA, ILEA and occasionally International Narcotics Law Enforcement courses. Schedules meeting: is responsible for incoming calls and messages and collecting and distributing mail. Conducts periodic inventories of office supplies and prepares requisitions as necessary, tracks submitted purchase orders. Assists with FSNI and RSO LE Staff TAs, vouchers and travel plans.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."